

MyCSB User Guide

CSB-V Shipping Module

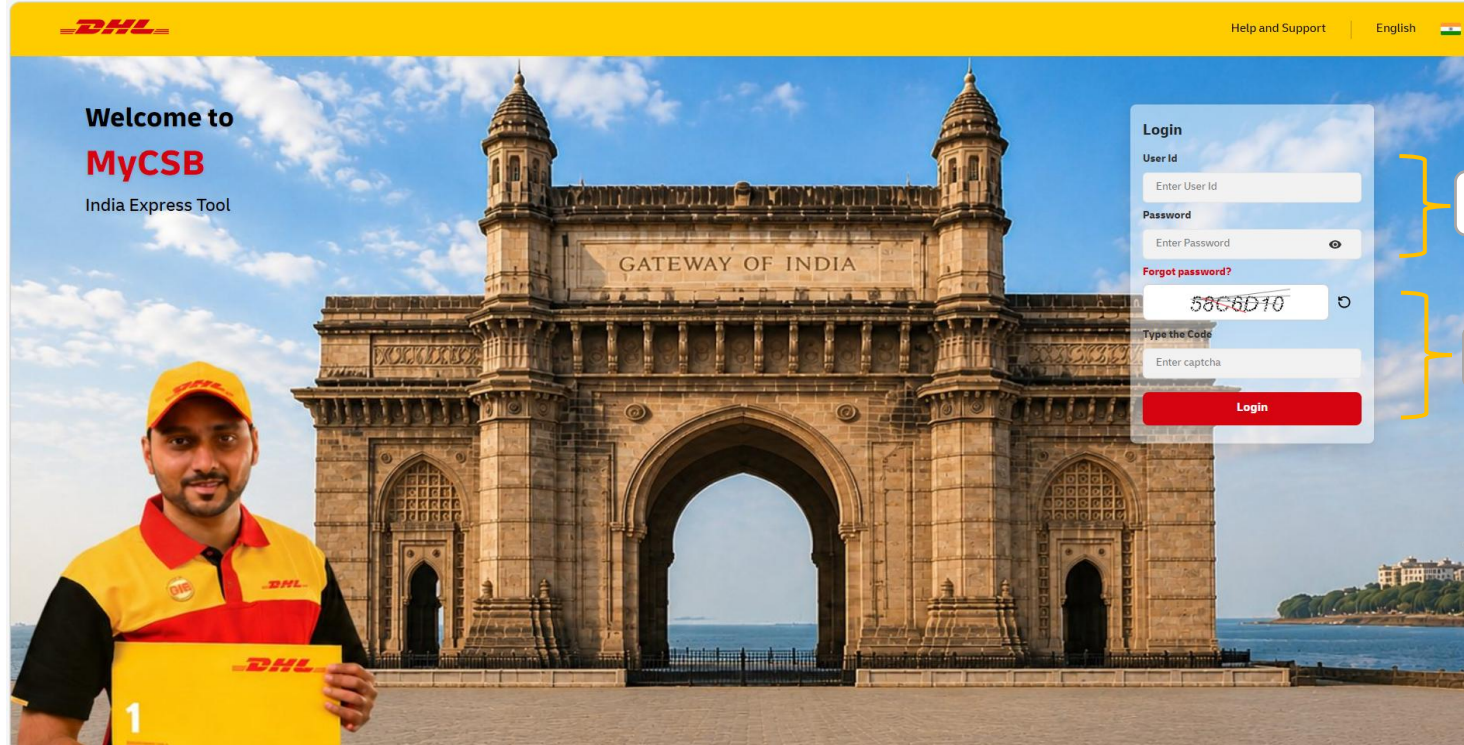
Reference Guide

Page Name	Page Range
Data Entry CSB-V	Slide 3 - 12
Book Pickup	Slide 13 - 14
Bulk upload CSB-V	Slide 15 - 18

❖ For technical support, write to ecommercehelpdesk@dhl.com or call 180020933445

Login Window

Access MyCSB by using below url
mycsb.india.express.dhl.com/



DHL

Help and Support | English | 

Welcome to
MyCSB
India Express Tool

Login

User Id
Enter User Id

Password
Enter Password 

Forgot password?

58CSD10 

Type the Code
Enter captcha

Login

Enter your login
details

Enter the captcha &
click Login

Start CSB-V Shipment

The screenshot shows the DHL website's main navigation bar and a dropdown menu. The navigation bar is yellow with the DHL logo on the left. On the right, it includes links for 'Help and Support', 'English', and a language selector (India). Below the navigation bar, there are three main sections: 'Home', 'Ship', and 'Other services'. The 'Ship' section is expanded, showing a dropdown menu with options: 'CSB-V Shipment', 'Bulk Upload CSB-V', and 'Pickup'. An annotation box labeled 'Enter your login details' points to the 'Ship' dropdown. Another annotation box labeled 'Click CSB-V Shipment to create Air Waybill' points to the 'CSB-V Shipment' option in the dropdown. Below the navigation bar, there is a 'Welcome' message and a world map. At the bottom, there are three featured articles: 'Customs Regulatory Updates', 'Not Home? Change of Plans?', and 'Flexibility for Whatever You Need'.

Enter your login details

Click CSB-V Shipment to create Air Waybill

CSB-V Shipment

Bulk Upload CSB-V

Pickup

Welcome

Manage your shipment

Customs Regulatory Updates

Stay up-to-date on important customs regulations from around the world!

[View Latest Updates](#)

Not Home? Change of Plans?

Take control of your shipment delivery! Decide when and where you want us to deliver.

[Learn About Delivery Management](#)

Flexibility for Whatever You Need

Get your shipment delivered exactly the way you want! We offer flexible additional services that cater to a variety of shipment needs.

[Learn About Optional Services](#)

The screenshot shows the DHL website's 'CSBV Shipment' form. The DHL logo is in the top left. The top navigation bar includes 'Home', 'Ship', and 'Other services'. The right side of the header has 'Help and Support', 'English', and a user profile 'KEENTeam'. The main heading is 'CSBV Shipment'. Below it is an information box with three bullet points: 'Weight of individual package must be less than 70kgs per piece.', 'We shall be copying first six digit of HS code(Export) into HS Code(Import), in case if you have different Code, please mention it in the respective field.', and 'For US shipments, valid 10 digit HS Code(Import) is mandatory.' Below the information box is the 'Select Shipment Type' section with two radio buttons: 'CSB-V Shipment' (selected) and 'Amazon DTP Solution-CSB-V'. Below that is the 'Declaration' section with a checkbox and the text 'I / We agree to the DHL Declaration'. A 'Next' button is at the bottom right. Annotations with arrows point to the 'Select Shipment Type' section, the 'Declaration' checkbox, and the 'Next' button.

Select shipment type →

Select Shipment Type ☒ CSB-V Shipment ☐ Amazon DTP Solution-CSB-V

Declaration ☐ I / We agree to the [DHL Declaration](#)

Accept terms and conditions ↑

Click Next to continue ↑ **Next**

The screenshot shows the DHL 'Ship To' page for creating a shipment. The page has a yellow header with the DHL logo and navigation links. Below the header, a breadcrumb trail shows 'Ship To' as the active step. The main form is titled 'Ship To' and contains two columns of input fields. Annotations with arrows point to specific parts of the form: 'Enter destination details' points to the address fields; 'Remote Area charges will be displayed here, if applicable.' points to the 'Is RAS Applicable?' checkbox; 'Provide destination Tax ID details as applicable' points to the 'Tax ID Type' and 'ID Number' fields; 'Add additional parties if applicable' points to the '+ Add Additional Parties' link; and 'Click Next to continue' points to the 'Next' button. A 'Guided steps for shipment creation' box points to the breadcrumb trail.

Ship To

Company *

Country *

Address Line 1 *

Address Line 2 *

Address Line 3

Postcode City * State

Is RAS Applicable? ☐

Name *

Email

Phone *

Tax ID Type

ID Number

Issuer Country Code

+ Add Additional Parties

Next

Annotations:

- Enter destination details
- Remote Area charges will be displayed here, if applicable.
- Provide destination Tax ID details as applicable
- Add additional parties if applicable
- Click Next to continue
- Guided steps for shipment creation

CSBV Shipment | Ship To > Shipment Details > Summary

Shipment Details

Shipper Reference Number *	Content *	Shipment Currency *
REF123456789	Electronics - Mobile Accessories	USD
Exchange_Rate =95.35		
Shipper Tax ID Type *	ID Number *	Issuer Country Code *
LVG	LVG123456789	UNITED STATES OF AMERICA-US

Protect Your Shipment
You value your shipment and so do we – don't forget to protect your shipment!

☐ I would like to insure my shipment

Annotations:

- Enter reference, content & currency
- Provide shipper Tax ID as required
- Select Shipment Value Protection option if you wish to protect the shipment. Additional charges applicable

Protect Your Shipment

You value your shipment and so do we – don't forget to protect your shipment!

☒ I would like to insure my shipment

What is the value you want to insure? *

INR	00.00
-----	------------------------------------

Additional charges may apply

If the insured value exceeds the invoice value, supporting documentation for the difference must be provided in the event of a claim

Enter the value you wish to insure in INR

GST Requirement (India)

Export using E-commerce *

☐ Yes ☒ No

Tax Payment Option * ⓘ

Bond / Undertaking (LUT) ▼

Date Of Supply

02-06-2026

Invoice Date *

02-06-2026

NFEI (No Foreign Exchange Involved) * ⓘ

☐ Yes ☒ No

Terms of Trade *

DAP ▼

Place Of Supply

Maharashtra

Duty Account Number (Optional)

DUTY123456

Invoice No *

TES062610055

Bank Details

Bank AD Code *

0510005

Bank A/C *

123456

Fields with (*) are mandatory.

Mention duty account number if destination duties/tax to be billed in India. To activate this service, kindly connect with your Sales Manager.

The system will automatically generate the Invoice Number. Please enter the actual Invoice Number here, as it will be transmitted to the Shipping Bill through ECCS.

Mention your bank Authorized Dealer Code (AD Code) and bank A/C number

Packaging Details

No of Pieces

Weight (kg)

Length (cm)

Width (cm)

Height (cm)

1

0.50

10.00

10.00

10.00

 Copy Remove

Total Packages

Total Weight (kg)

Total Volumetric Weight (kg)

1

0.50

0.20

+ Add Another Package

Click here to add multiple packages

Enter the number of Pieces/Packages along with the weight and dimensions

Commodities Details

Describe each item in the shipment separately.

1. Item Details

Piece No

What is the Item? * ⓘ

1

Detailed item description

HSCode (Export) *

HSCode (Import)

Country Of Origin * ⓘ

Eight digit Export HS Code

Select

Qty *

UOM *

Value (Per Item) *

Total Item Discount

Taxable Value

Select

Exchange rate is INR 105.40

Item FOB Value * ⓘ

Weight(KG) * ⓘ

IGST % ⓘ

Total CESS

FOB value in INR 0.00

Remove

+ Add Another Item

Click here to add multiple products

Add any additional charges, if applicable.
These charges will be included in the
Total Invoice Value

Invoice Summary

Total Value		USD 225.00	
Freight	USD	25.00	
Insurance	USD	0.00	
Destination Duty VAT	USD	0.00	
Total Invoice Value		USD 250.00	

Total IGST	USD	0.00
Total FOB Value	INR	21453.75
Total CESS	USD	0.00
Reverse Charge	USD	0.00

Select optional services as
needed. Applicable charges
will be added accordingly.

Optional Services (Additional charges applicable as per contract)

- ☐ Neutral Delivery
(Keep the declared value of my shipment confidential. Do not reveal to the receiver.)
- ☐ Go Green Plus
(Your shipment will now contribute to reducing CO₂ emissions through sustainable aviation fuel)
- ☐ Direct Signature
(DHL will obtain signature from the receiver or a representative at the delivery address. In case no one is at the delivery address, DHL will reattempt delivery. Direct Signature service makes sure your shipments can't be re-routed, dropped in a post box or left with the neighbour.)
- ☐ Adult Signature
(DHL will obtain a delivery signature from an adult at the stipulated delivery address.)

Review shipment details

CSBV Shipment | Ship To | Shipment Details | Summary

Ship From

Shipping From	Tax ID
Test	LV0123456789
Address	GST/U/PAN
Test	27AABCD6110101
NEW DELHI 110020 DL	
India	IEC
1800200134	AABCD26110
Bank AD Code	Bank Account Number
0810006	123456

Ship To

Shipping To	Tax ID
ABC Pvt Ltd.	12-3456789
John Doe	Additional Parties
123 Park Street	Bill To: ABC Pvt Ltd
Building A, Floor 2	
New City mail	
New York City 90210 NY	
UNITED STATES OF AMERICA	
298756234	

Shipment Details

Shipment Type	Invoice Number	Invoice Date
CSB V	TE3062610075	06/02/2026
Shipment Purpose	Shipment Declared Value	Is shipment insured
Commercial	USD 250.00	Yes INR 10,000.00
No. of Packages	Total Weight	Vol. Weight
2	1.00 Kg	0.40 Kg
Shipping Date	Content	
06/02/2026	Electronics - Mobile Accessories	
Shipment Reference	Terms of Trade	
REF123456789	DAP	
India GST Details	INFE	Exporting using E-commerce
Tax Payment	No	No
Bond / Undertaking (LUT)		
Total GST in INR	FOB Value in INR	Exchange Rate
0.00	21453.75	95.55

Shipment Cost Summary

Shipment Cost	Transportation Charges	INR	2,872.00
Delivery Options *	Shipment Protection	INR	1,200.00
EXPRESS WORLDWIDE (IMPQ)	Fuel Surcharge	INR	1,400.10
	VAT/Tax	INR	984.98

Disclaimer and Important details:
Prices are estimates based on the information provided. Final charges may vary depending on the actual shipment details, requested services, and the package submitted to DHL.

Total: INR 6,457.08

[Back](#) [Confirm & Submit](#)

Click here to confirm the shipment

Shipping labels and documents are downloaded automatically.

Downloads

CSBV_Documents.zip

[Download](#)

Documents

[Download](#) [Download](#) [Download](#)

Print shipping labels and documents

[Download](#) [Print](#)

Schedule Pickup



Help and Support | English 

Home | Ship | Other services

  DHLEXPRESS

Request for Pickup

1 Only one pickup request required per day.

Company * 

SAGAR COMPANY

Address Line 1 *

12B SOUTH PHASE

Address Line 2 *

GUINDY INDUSTRIAL ESTATE

Address Line 3

Ex: Becker street

Postcode *

110020

City *

NEW DELHI

State

Delhi

Number of Pickup per Request

Ex: 10

Approximate Weight per Pickup (In Kg)

Ex: 50.5

Enter the number of boxes for pickup and approx. weight

My Shipment will be ready by * 

5:00 pm

7:00 pm

Set your preferred pickup timing

Click Schedule a Pickup. The Booking Reference Number will be displayed upon successful submission.

Schedule a Pickup

Your pickup address is auto populated

CSB-V Bulk Upload

Start CSB-V Shipment

The screenshot displays the DHL website interface. At the top, a yellow header bar contains the DHL logo on the left, and links for 'Help and Support', 'English', and a flag icon on the right. Below the header, a navigation bar includes 'Home', 'Ship', and 'Other services'. The 'Ship' menu is open, showing options: 'CSB-V Shipment', 'Bulk Upload CSB-V', and 'Pickup'. A callout box labeled 'Enter your login details' points to the login area. Another callout box labeled 'Click here for Bulk CSB-V Shipment processing' points to the 'Bulk Upload CSB-V' option. Below the navigation bar, a 'Welcome' message is visible. The main content area features three promotional cards: 'Customs Regulatory Updates' with a world map icon, 'Not Home? Change of Plans?' with a photo of a DHL employee, and 'Flexibility for Whatever You Need' with a photo of two DHL employees. Each card includes a brief description and a link to learn more.

Enter your login details

Click here for Bulk CSB-V Shipment processing

CSB-V Shipment

Bulk Upload CSB-V

Pickup

Welcome

Manage your shipment

Customs Regulatory Updates

Stay up-to-date on important customs regulations from around the world!

[View Latest Updates](#)

Not Home? Change of Plans?

Take control of your shipment delivery! Decide when and where you want us to deliver.

[Learn About Delivery Management](#)

Flexibility for Whatever You Need

Get your shipment delivered exactly the way you want! We offer flexible additional services that cater to a variety of shipment needs.

[Learn About Optional Services](#)

Bulk Upload – Process Shipment

Bulk Upload CSB V

- 1 • Weight of individual package must be less than 70kgs per piece.
- We shall be copying first six digit of HS code(Export) into HS Code(Import), in case if you have different Code, please mention it in the respective field.
- For US shipments, valid 10 digit HS Code(Import) is mandatory.

Upload a Shipment File

CSB-V_02-Jun2026183319.xls
Download Excel Template

BANK AD Code

0510005

Bank A/C

123456

Declaration

☒ I / We agree to the **DHL Declaration**

Check RAS

☐

Shipment #	Receiver Name	Reference Number	Weight	Volume	Value
1	R_Name	REF123	Not Applicable	0	0
2	R_Name	REF123	Not Applicable	0	0
3	R_Name	REF123	Not Applicable	0	0
4	R_Name	REF123	Not Applicable	0	0
5	R_Name	REF123	Not Applicable	0	0

Upload your updated file

Mention your bank Authorized Dealer Code (AD Code) and bank A/C number

Accept terms & conditions.
Remote Area charges will be displayed here, if applicable.

Process Shipments

Reset

Review error records for any failed rows.

Bulk Upload CSB V

Successful: 5 of 5 shipment(s) created

Processed Records (5)

Error Records (0)

Shipment #	ADIB No.	Company Name	Country Name	Shipment Reference No.	Est. Freight Charges in USD	Shipment Date
1	6748231276	R_Name	UNITED STATES OF AMERICA	REF123	INR 0	02-06-2026
2	6748231280	R_Name	UNITED STATES OF AMERICA	REF123	INR 0	02-06-2026
3	6748231313	R_Name	UNITED STATES OF AMERICA	REF123	INR 0	02-06-2026
4	6748231350	R_Name	UNITED STATES OF AMERICA	REF123	INR 0	02-06-2026
5	6748231372	R_Name	UNITED STATES OF AMERICA	REF123	INR 0	02-06-2026

Print

Click here to print successful shipments

Technical Support: ecommercehelpdesk@dhl.com | 1800 209 3345

Keep screenshots, AWB references, the bulk upload file name, and error records ready when submitting a support query.